



U.S. CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-09-12

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Mail Supervisor** in the Management Section / Information Management Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Mail Supervisor FSN-130-06, HYA-550001
(Personal Services Agreement)

OPENING DATE: November 19, 2009

CLOSING DATE: December 03, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: Grade: FSN-6*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTABLE.

BASIC FUNCTION OF THE POSITION

- Provides mail, pouch, reproduction and fax services for five agencies (STATE, PAS, FCS, CDC, RSO) at the American Consulate Hyderabad.
- Supervises the daily dispatch and receipt of Diplomatic Pouches and Pouch materials, ensures the proper invoicing procedures, customs declarations and airline regulations are strictly adhered to.
- Fills out all the paperwork for the courier Pouch service and keeps the American Escort advised of times and dates of the classified pouch delivery.
- Ensures the proper functioning and maintenance of all vehicles and equipment assigned to the mail room and provides workload statistics when required.
- Supervises the reproduction of VIP guidebooks, telephone directories, staff notices, press releases, cable traffic, Public Affairs program brochures and various other materials from the various Mission elements. Ensures accurate job logs are maintained and accounts for the recovery of the cost of each reproduced item.
- Drives official vehicles to transport the pouches from/to the Consulate and the airport.

QUALIFICATIONS REQUIRED

- College degree is essential.
- 3 - 4 years of experience in a mail room or a related field is required.
- Good working knowledge in English and Telugu/Hindi is required. (Reading, writing and speaking)
- Needs to be familiar with Airline cargo operations, Indian Customs regulations and Indian Postal Regulations.
- Must have a valid commercial driving license for heavy and light vehicles.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 available on website http://hyderabad.usconsulate.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301

Or

E-mail: Hyderabadvacancies@State.gov

Please insert "VA# **HYD-09-12**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **December 03, 2009**.

Cleared by: IMO - MTahir
Approved by: HRO - CManley

AN EQUAL OPPORTUNITY EMPLOYER